

Schedule 150-1-1-1-4

HEALTH AND HUMAN SERVICES SYSTEM

OFFICE OF ECONOMIC AND FAMILY SUPPORT

July 31, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE
150-1-1-1-4
AGENCY, BOARD OR COMMISSION Health and Human Services System
DIVISION, BUREAU OR OTHER UNIT Office of Economic Assistance and Family Support
Supersedes 40-1-2-17, 40-1-2-38, 40-1-2-42, & 40-1-2-48 edition May 1, 1990

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
<i>Nancy Montanez</i>	
TITLE	DATE
<i>Director</i>	<i>7/18/06</i>

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		DATE
<i>[Signature]</i>		<i>7-27-06</i>
STATE ARCHIVES		

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE		DATE
<i>Jim A. Lacey</i>		<i>7/31/06</i>
STATE RECORDS ADMINISTRATOR		

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 150-1-1-1-4 - HEALTH AND HUMAN SERVICES SYSTEM OFFICE OF ECONOMIC AND FAMILY SUPPORT

150-1-1-1-4-1 BENEFICIARY DATA EXCHANGE

Data from the Social Security Administration on clients by HHSS request. It includes old age, survivors, disability benefit, and some buy-in data.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-1-4-2 POLICY/PROCEDURE & TRAINING FILES

Various manuals and reference materials.

Transfer to the State Archives after superseded or no longer applicable; retain permanently.

150-1-1-1-4-3 EMPLOYMENT FIRST

Files contain records and correspondence related to EMPLOYMENT FIRST PROGRAM.

Dispose of after 4 years.

150-1-1-1-4-4 FEDERAL REVIEWS

Federal reviews of the Economic Assistance Programs.

Dispose of after 4 years.

150-1-1-1-4-5 FOOD DISTRIBUTION PROGRAM OFFERING REQUEST (Form FDP-115)

Form used to describe and offer USDA foods to recipient agency on a pro-rated basis.

Dispose of 3 years after end of the federal fiscal year, provided audit has been completed.¹

150-1-1-1-4-6 INTEGRATED UNEMPLOYMENT COMPENSATION

Records from the Department of Labor, determining unemployment compensation on HHSS clients.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-1-4-7 INTEGRATED WAGE DATA

IRS information from clients W-2 form, received from the Social Security Administration.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-1-4-8 REFUGEE RESETTLEMENT

Correspondence and related materials concerning the refugee program.

Dispose of after 3 years.

150-1-1-1-4-9 FEDERAL ENERGY GUIDELINES

Various manuals with Federal guidelines for low energy assistance energy program etc. and reference materials, therein.

Dispose of after 3 years.

**150-1-1-1-4-10 NEBRASKA LOW INCOME ENERGY,
HOME ENERGY OR EMERGENCY ENERGY**

Records from energy assistance program, whereby HHSS assists clients with fuel bills and may include documents relating to the crisis program.

Dispose of after 3 years, provided audit has been completed.¹

150-1-1-1-4-11 PAYMENT OF MEDICARE CLIENT'S PART B PREMIUMS

Records reflecting the buy-in system, whereby HHSS lets the Health Care Financing Administration (HCFS), know HHSS is paying the premium, and to notify Social Security not to deduct the premium from the SSA benefits.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-1-4-12 POLICY QUESTIONS

Data for policy inquiries by field staff sent to Economic Assistance via Lotus Notes.

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-1-4-13 PROVIDER CONTRACTS

Contracts with various providers who provide services to HHSS clients.

Dispose of after 3 years, provided audit has been completed.¹

150-1-1-1-4-14 RECIPIENT UPDATE (Form FDP-122DE)

Form used to update or change recipient agency information such as: mailing address, Average Daily Participation, recipient number etc.

Dispose of 3 years after end of the federal fiscal year, provided audit has been completed.¹

150-1-1-1-4-15 REFUGEE REPORTS

These are reports for the Refugee Program.

Dispose of after 4 years.

150-1-1-1-4-16 REQUISITION, FOOD

Form used to requisition food items made available by U.S.D.A.

Dispose of after 3 years, provided audit has been completed.¹

150-1-1-1-4-17 STATE DATA EXCHANGE

Data from the Social Security Administration, on every Supplemental Security Income client within the State of Nebraska.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-1-4-18 STATE PLANS

Plans include Energy Plans, TANF Plan, Title 19 Plan.

Dispose of after 4 years, subject to review by the State Archives for possible accession.

150-1-1-1-4-19 STRAIGHT BILL OF LADING (Form FDP-112)

Form shows issuance and receipt of USDA foods and charges to recipient agency.

Dispose of 3 years after end of the federal fiscal year, provided audit has been completed.¹

150-1-1-1-4-20 WELFARE CLIENT ELIGIBILITY

Previously known as ADC, AABD, SDP, and Medicaid, now known as PAE.

Dispose of after 3 years, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit

comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet
